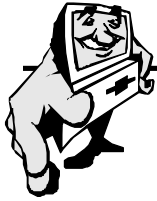




Use MTCS Reports



Use MTCS Reports

You will be able to:

- Describe Proforma and Ad Hoc reports
- Explain error notifications
- Identify key data fields in MTCS reports
- Understand basic uses of MTCS reports





Type of MTCS Reports

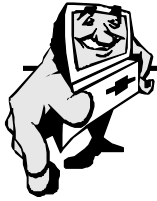
- Error notifications
- Proforma
- Ad Hoc



Error notifications contain the results of the MTCS edit and validation process. MTCS transmits notifications to the HAs Sprint Mailbox or Internet address within one business day.

Proforma reports provide summarized and detailed Form HUD-50058 information in formatted layouts.

Ad Hoc Selection allow users to generate customized reports from a subset of Form HUD-50058 data fields.



Error Notifications

- Contains the results of the MTCS edit and validation process
- Sent to HAs via SprintMail or the Internet
- Available within one business day of transmission



Error Notifications

MTCS Edit and Validation Process

- Follows a linear process
- Based on the order of records not Form HUD-50058 fields
- Validates against format specifications and business rules

The MTCS edit and validation program is a linear process that edits data in the order of the records received. The edit and validation program does not follow the paper Form HUD-50058.

When MTCS identifies fatal and warning errors, it cannot identify what may have caused the error. MTCS only can identify that the information transmitted for a particular field does not match the format specifications and business rules. As a result, when an HA looks at an error message and looks at the paper Form HUD-50058, the HA may not immediately understand what caused the error.



Note: If an HA is confused about a particular error message, the HA should examine the format specifications and business rules for the field in error. The Form HUD-50058 Technical Reference Guide contains all format specifications and business rules.



Error Notifications

Correction

- ID fatal errors
- Examine carefully

Error Report

Error Analysis Report

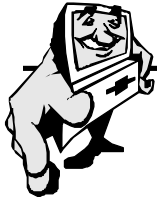
Management

- Fatal errors
- Warning errors

Submission Status Report

Verification

- Total forms received
- Total forms error free
- Total forms with fatal errors



Error Notifications

Error Report

Identifies fatal errors in transmission

MTCS sends the Error Report to the HA if the transmission contains fatal errors. A fatal error means that the transmitted data does not comply with MTCS business rules or format specifications. The Error Report lists each fatal error in the transmission.

For MTCS to accept the record, the HA must correct the erroneous information and re-submit the record.

HAs also receive an Error File. The Error File is a flat file that HAs or vendors can use as input to write software that will automatically correct errors. The Error File contains the same information as the Error Report.



Note: If the HA data transmission contains no errors, the HA receives an Error File that contains only a trailer record. The trailer record is at the end of every Error File and documents HA information, transmission date, and total number of records with errors sent.



Error Notifications

Error Analysis Report

- Summarizes errors
- Contains both warning and fatal errors

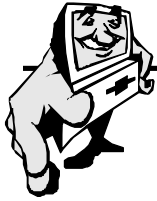
The Error Analysis Report is a summary of errors contained in the HAs' transmission to MTCS. It lists the specific errors and indicates the frequency with which the error appears.

The Error Analysis Report contains information about both fatal and warning errors. MTCS accepts records with warning errors. However, the HA needs to go back into the original record and verify that the data is correct. For each transmission the Error Analysis Report documents:

- Total number of fatal errors
- Total number of warning errors

HAs can use the data from the Error Analysis Report to analyze their strengths and weaknesses based on what errors most frequently appear. The Error Analysis Report only analyzes the errors contained in the most recent transmission.

The HA will receive the Error Analysis Report only if their data transmission contained warnings and fatal errors. MTCS sends an Error Analysis Report within one business day after the receipt of data.



Error Notifications

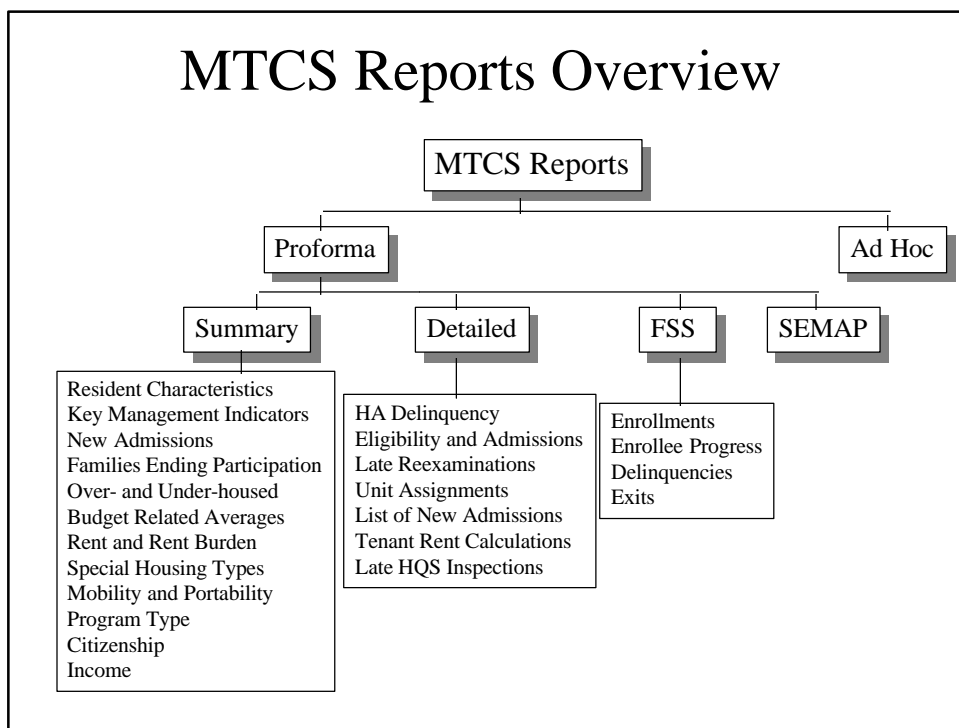
Submission Status Report

- Contains submission statistics
- Available for each HA transmission

The Submission Status Report indicates the number of records MTCS successfully received. It includes information about:

- Data processed
- Time processed
- Total records in error
- Total duplicate records

MTCS sends a Submission Status Report for each HA transmission. This report is available weekly via the Internet.



The reports overview displays the types of MTCS reports available.

Summary reports display aggregates of family demographic and income information. These reports respond to frequently asked questions about HUD programs and identify which HAs may need assistance.

Detailed reports display individual tenant discrepancy data that target specific issues for analysis. These reports are most useful at the HA or project level.

FSS reports track the enrollment, progress, and exit of FSS program participants.

SEMAP Indicators report provides seven indicators of the Section Eight Management Assessment Program (SEMAP). This report helps HAs and Field Offices track HA progress in the program.



Note: Reports available for Section 8 only: Budget Related Averages, Rent and Rent Burden, Special Housing Types, Mobility and Portability.



Report Access

MTCS users have access to a predetermined level of detail

	Summary Reports	Detailed Reports
Headquarters	Yes	Yes
Field Offices (FOs)	Yes	FO Only
Housing Agencies (HAs)	Yes*	HA Only
General Public	Resident Characteristics Report at All Levels	

***HAs have access to most Summary Reports at all levels. HAs are only able to access these Summary Reports at the HA level and Project level: Key Management Indicators, Over/Under-Housed, Citizenship, and Income Reports.**

You will receive report access based on your roles and responsibilities. Not all users have access to the same level of detail. Access privileges protect the rights of the families who participate in subsidized rental housing programs.

Some Headquarters staff may access all Summary and Detailed reports at all levels of information.

Field Offices may access all Summary reports at all levels of information and Detailed Reports for the HAs and projects within their jurisdiction.

HAs may access most Summary reports at all levels. HAs are only able to access these Summary reports at the HA and Project levels: Key Management Indicators, Over-or Under-Housed, Citizenship, and Income reports. HAs may access Detailed reports for those projects within their jurisdiction.

General Public may only access the Resident Characteristics Report at all levels.



Resident Characteristics Report

Key Data Fields

- Occupancy data and reporting rate
- Income distributions
- Subsidy status
- Length of stay
- Household size and number of bedrooms

Resident Characteristics Report provides aggregate demographic and income information that sets the stage for an analysis of HA operations.

Occupancy data and reporting rate fields help you understand the size of an HA and how well an HA complies with its reporting requirements.

Income distributions allow you to focus on who the HA serves, showing the range and sources of family income.

Subsidy status indicates the existence of household members not eligible for assistance, reflecting HA compliance with the Non-citizens Rule of 1995.

Length of stay data can help you assess turnover rates for an HA and may help in budgeting and planning for modernization.

Household size and number of bedrooms distributions may help determine needs for new developments and subsidy allocations. For Section 8, bedroom data can be used to compare actual to budgeted utilization.



Key Management Indicators

Key Data Fields

- Families reported
- Rent discrepancies
- Other discrepancies
- FSS

Key Management Indicators Report provides information about the volume of HA activity, identifies possible discrepancies, and includes descriptive data related to HA policies.

Families reported classifies the activities of the HA reported during the last 12 months and can help you understand the overall volume of work.

Rent discrepancies shows the number of families whose rent payments are under or over the MTCS calculated rent. This helps you monitor the quality of rent determinations and assess the dollar impact of the discrepancies.

Other discrepancies reveal numerous other compliance and subsidy use issues. Examples include: admissions of over-income families, over- and under-housed, late reexaminations, and late HQS inspections.

FSS data helps you test whether an HA has met the commitment to enroll families in FSS.



New Admissions

- Details income and demographic information about families who enter Public Housing or Section 8
- Shows composition of waiting list and average wait times

New Admissions Report provides all of the information found in the Resident Characteristics Report for households admitted during the past 12 months plus average wait times. This report gives an overview of who is coming into assisted housing programs. You can review this report to evaluate how an HA reaches households who may not typically apply for different HUD programs. You can also determine whether or not certain groups of families are excluded or subject to longer-than-average wait times.



Families Ending Participation

- Maintain data integrity: Review report regularly to ensure submission of exiting families
- Details information about families who leave Public Housing and Section 8

Families Ending Participation Report provides demographic and income information for families who ended participation during the past 12 months.

A review of this report can indicate whether an HA consistently submits end of participation data to MTCS for families who exit assisted housing programs.



FSS Reports

- Enrollments
- Enrollee Progress
- Delinquencies
- Exits



FSS Reports help you evaluate the performance of HAs who implement the FSS program.

FSS Enrollments shows how many families are entering the program and what the primary levels of assistance are needed to help those families gain economic independence.

FSS Enrollee Progress summarizes information about families currently enrolled in the program, shows the number of families receiving extensions, and offers escrow account information for those families with balances.

FSS Delinquencies report focuses on how well an HA implements the FSS program.

FSS Exits summarizes information about families who exit the FSS program, by successful or unsuccessful completion of the program.



SEMAP Indicators

Key Data Fields

- Reporting rate (HUDCAPS)
- Late reexaminations, rent discrepancies, late HQS inspections
- Gross rent compared to FMR
- FSS and escrow balances

SEMAP Indicators Report contains seven indicators to monitor HA performance in the management of Section 8 programs.

Reporting rate shows the number of units of budgeted (counted in HUDCAPS) compared to the number of families in certificate and voucher programs as reported by MTCS. This indicator shows directly how Section 8 funds are used by an HA.

Late reexaminations, rent discrepancies and late HQS inspections each reveal the quality of program implementation.

Gross rent compared to FMR data helps you assess HA exception rent policy, adequacy of payment standard for vouchers, and HA rent reasonableness findings.

FSS and escrow balances indicate the success of an HA's FSS enrollments. The data shows the number of families enrolled in the program and those families who have accumulated escrow balances.



Section 8 Reports

- Rent and Rent Burden
- Budget Related Averages
- Mobility and Portability
- Special Housing Types

Rent and Rent Burden Report summarizes general information about about gross rents in relation to Fair Market Rents (FMRs) and rents in relation to family incomes.

Budget Related Averages Report displays averages for gross rents, total tenant payment (TTP), and assistance payments by unit size. This report provides information for annual budget submissions.

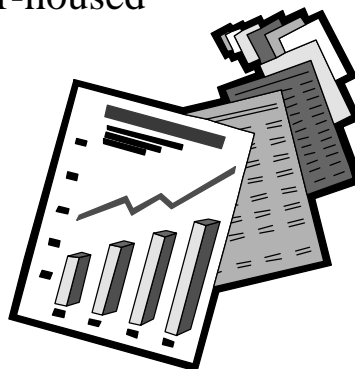
Mobility and Portability Report profiles households who receive Section 8 assistance that moved within an HAs jurisdiction (mobility) or to a unit in another HAs jurisdiction (portability).

Special Housing Types Report summarizes the percentage of families who receive Section 8 assistance by housing type.



Other Summary Reports

- Over- and Under-housed
- Citizenship
- Income
- Program Type



Over- and Under-housed Report summarizes the characteristics of all households who are over- or under-housed by household type, race, and ethnicity.

Citizenship Report summarizes general information about the citizenship of families who reside in Public Housing, Indian Housing, or who receive Section 8 assistance.

Income Report summarizes general information about the income of families who reside in Public Housing, Indian Housing, or who receive Section 8 assistance.

Program Type Report shows the total number of occupied units (for Public and Indian Housing), total number of assisted units (for Section 8) and total number of households reported (households who have submitted Form HUD-50058 data) by program type.



Detailed Reports

- Eligibility and Admissions Discrepancy
- Unit Assignments Discrepancy
- Late Reexaminations Discrepancy
- Late HQS Inspections
- Tenant Rent Calculation Discrepancy
- Housing Agency Delinquency
- List of New Admissions

Eligibility and Admissions Discrepancy Report provides a list of families identified as over-income or inappropriately housed at admission.

Units Assignments Discrepancy Report provides a list of families who MTCS identifies as over- or under-housed.

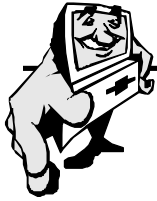
Late Reexaminations Discrepancy Report provides a list of families for whom the HA has not submitted an annual reexamination in the last 15 months.

Late HQS Inspection Report provides a list of families for whom the HA has not submitted a Home Quality Standards (HQS) inspection in the last 15 months.

Tenant Rent Calculation Discrepancy Report provides a list of families whose reported rent payments differ from MTCS calculated rent payments by \$10 or more.

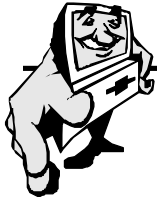
Housing Agency Delinquency Report provides a list of HAs that are delinquent in the submission of Form HUD-50058.

List of New Admissions Report provides a list of all admissions for a three, six, nine, or twelve month period.



Ad Hoc Selection

Allows you to generate customized reports from a subset of MTCS data fields



Benefits of Ad Hoc Selection

- Select data fields for comparison and analysis
- Highlight irregularities in data combinations
- Import data into other software packages

Ad Hoc selection is an application which allows you to:

Select data fields for comparison and analysis that are not contained in a single report.

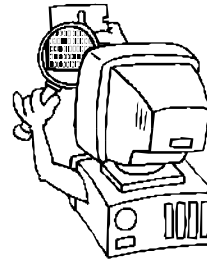
Highlight irregularities in data combinations that would otherwise go undetected on reports with predetermined formats.

Import data into other software packages (e.g. spreadsheet or database) to produce graphs, charts, and tables for more detailed analysis.



Reasons to review MTCS Reports

- Identify high/low performers
- Answer specific questions



Identify high/low performers

The data on MTCS reports can reveal whether or not an HA is a high or low performer. Use MTCS reports to identify potential HA weaknesses and strengths.

Answer specific questions

You can use the reports to find answers to specific questions. The Summary Reports provide overview information for an HA, and the Detailed Reports provide individual family information.



Report Selection

- Reports to review first
 - Resident Characteristics
 - Key Management Indicators
 - SEMAP Indicators
 - Family Self-Sufficiency (FSS) Reports
- Reports for more specific information

Reports to review first

There are four reports which you can use to analyze an HA's performance.

- Resident Characteristics report offers demographic and income information and focuses on who the HA serves and the level of service the HA provides.
- Key Management Indicators report offers information on the volume of HA activity, identifies possible errors and includes descriptive data related to key HA policies.
- SEMAP Indicators report summarizes SEMAP statistics to monitor HA performance in Section 8 program areas.
- Four Family Self-Sufficiency reports summarize information about families who participate in the FSS program.

Reports for more specific information

Additional Summary Reports, the Section 8 reports and the Detailed Reports provide in depth information about HA functions and individual families.



Tips for Selecting Reports



Select program



Review report definitions



Use resources available

Select program and appropriate level of analysis.

Review report definitions and select the report that provides the necessary information.

Use resources available to determine what information each report provides.



Assess Performance and Monitor Quality

- Remote monitoring
- On-site reviews
- Section 8 program implementation

Remote monitoring

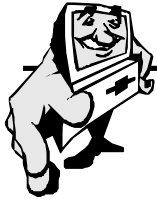
MTCS reports help you to remotely monitor HA activities. From your desk, you can know how well an HA runs its operations and what the key strengths and weaknesses are without undertaking an on-site review.

On-site reviews

On-site reviews are time-consuming, but can be more productive and less disruptive to the HA if you review MTCS reports in advance. You can prepare background information and identify problem areas prior to on-site review.

Section 8 program implementation

The SEMAP Indicators report, as well as other section 8 reports, help you assess how well an HA is managing its Section 8 program.



Plan and Administer Programs

- **Business Operations Plan (BOP) support**
- **Field Office assistance**

Business Operations Plan (BOP) support

MTCS reports provides income and demographic information needed to complete the BOP.

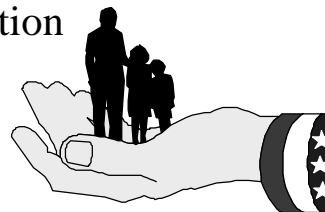
Field Office assistance

Discrepancies or delinquencies can indicate areas where an HA needs Field Office assistance to manage its programs. Field Office staff can draw on their own knowledge as well as the successes of other HAs in order to provide assistance.



Public Information and Intergovernmental Cooperation

- Assisted housing profiles
- State and local information



Assisted housing profiles

Public organizations request information related to assisted housing. MTCS reports offer summary data that can profile Public Housing or Section 8 programs.

State and local information

Many state and local governments and community groups request information about assisted housing in the geographic areas where they serve. You can use MTCS reports to provide income and demographic information when requested.



Solve Problems and Analyze Issues

- Fair Market Rents (FMRs)
- Utility allowances
- Over- and under-housed households

MTCS reports can help you identify and solve specific problems. MTCS can also provide an in depth analysis of specific issues related to an HA or an individual family.



Fair Housing

- Waiting list access
- Consistency and fairness of treatment

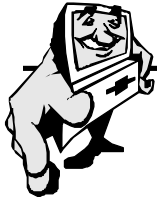


Waiting list access

The New Admissions report shows the composition of the waiting list for a specific HA. This report can reveal possible biases and can provide an indication of the success of HA outreach efforts.

Consistency and fairness of treatment

You can review MTCS reports to determine if an HA conducts its operations in a consistent manner without regard to race, ethnicity, age, family status, or disability.



Prevention and Correction of Fraud and Abuse

Income matching: TEVS

MTCS data has made income matching with other federal agencies feasible. The Tenant Eligibility Verification System (TEVS) matches the income data from MTCS with data from the Social Security Administration.



Legislation and Policy Analysis

“What if” and impact
analysis



You can use MTCS to estimate the potential impact of legislative, policy, and procedural changes. For example, you can estimate the budgeting impact of changing one of the income deductions or to estimate the number of current households affected if eligibility requirements are changed. “What if” analysis is not a standard part of MTCS reports, however, the information in MTCS reports can help you assess how policy changes impact assisted housing.



Housing Agency Uses of MTCS Reports

- HA self-monitoring
- HA strategy issues

HA self-monitoring

An individual HA can review its own operations and determine strengths and weaknesses by having access to MTCS reports. MTCS reports provide data that helps an HA anticipate monitoring efforts and allows the HA to compare its own information to aggregates at a county, state, or national level.

HA strategy issues

Due to the diversity of each HA population , MTCS reports can help an HA look at long-term strategy issues that may only be appropriate for that HA.



Case Study

Sample Housing Authority

